

1. Here are suggested guidelines for employees who intend to use social media in their work (not an inclusive list, board policies should be reviewed):
 - a. Through your principal's office, register any social media account that you use in the performance of your job (posting pictures and work-related content obtained and created during your work hours). *Doing so will protect your activities on the registered account, as a part/function of your job. It will also facilitate broader district distribution of your communications.*
 - b. Ensure safety and FERPA compliance:
 - i. Before posting pictures or video of students, check that students' parents have not notified the school that they withhold permission for their student to be photographed or videotaped.
 - ii. When posting pictures or video of students it is recommended that you use first names only and that students aren't specifically identified in photos, especially in elementary and middle schools. Regardless of the age level, be diligent and discriminating when posting information (i.e. no birthdates) to ensure student safety.
 - iii. Online, in any format/venue, staff members are not to disclose confidential information about students, parents and employees according to FERPA, HIPPA, or other relevant legal guidelines.
 - c. Use every opportunity to help build understanding of our work and mission at USD 305. Showcase the wonderful things happening with our students/staff and in our schools.
 - d. On personal accounts not approved by USD 305, employees do not have permission to post student images obtained via their position as employee of USD 305.